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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

1. The Office of Training reports on the following activities during the month of November 1958:

a. Training Assistance

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(2) The first USIA/JOT briefing was held for a current class of eight USIA Junior Officer Trainees. The discussion, covering intelligence, the intelligence organization and CIA-USIA relationships, was well received.

25X1A2g



(4) An OTR conducted lecture for a CIC group was held at Ft. Holabird. The lecture was attended by 150 people, including many of the school lecturers. No anti-Agency feeling was apparent and the material presented was well received.

b. Internal Training Activities

(1) A CIA Refresher Course was conducted for some sixty-five key ORR employees. The program was well received and Dr. Guthe has requested future enrollment of six ORR people who missed the course.

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**SUBJECT: OTR Activities**

(2) The regular Dependents Briefing is not being utilized to the extent desired. For all practical purposes it has become a tutorial session. The Orientation and Briefing Officer is preparing a report and recommendations on the possibility of two sessions twice a year for State and Defense groups.

(3) The Current Intelligence Briefing is being attended by about 110 people at each presentation.

(4) The portion of JOT training presented by the School of International Communism was completed during the month. The group was cooperative in all activities. The question periods, which invariably exceeded the time scheduled, indicated great interest in the material presented.

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(5) Mr. [REDACTED] was recently briefed on all aspects of the School of International Communism. He asked that he be given some tutorial training in the near future.

(6) Requests for covert training are continuing to exceed our capacity. Some requests have necessarily been rejected and others postponed. The covert training activity is fully committed to the end of January.

25X1X4

(8) As a result of discussions with members of the Office of Communications, a statement of proposed content for a special Management Course for communications employees has been prepared.

(9) In the tenth week of the Fall Trimester the total enrollment in the Voluntary Language Training Program is down from

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354 to 269. Total classes have decreased from fifty-four to fifty-two. This represents a total student drop-out of only 12.3 per cent since the trimester began. This is the smallest percentage of losses of any trimester at the two-thirds completion point.

**c. Monthly Enrollment**

During the month of November 923 persons were enrolled in OTR conducted courses.

**MATTHEW BAIRD**  
**Director of Training**

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**Distribution:**

Orig. & 2 - Addressee

1 - DTR

2 - PPS

OTR/PPS, [REDACTED]:nld (11 Dec 58)

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